

**SOUTH WOODHAM FERRERS TOWN COUNCIL
POLICY AND RESOURCE COMMITTEE**

MINUTES of a Meeting held on Tuesday 16th June 2021, at 8.00p.m.

Present:

Councillor O'Brien (Chairman)
Councillor Massey (Vice Chairman)

Councillor Thompson
Councillor Eley
Councillor Bentley
Councillor Humphrey
Councillor Roberts

In attendance: Town Clerk and Town Clerk Assistant

PR192 Apologies for Absence

Apologies of absence received from Councillor Crosbie.

PR193 Dispensation Considerations

No dispensations request received.

PR194 Declarations of Interest

Non-pecuniary interest received from Councillor Thompson with regard to item PR204.

PR195 Code of Conduct

Members of the Council were reminded of the Code of Conduct and their behaviour towards fellow Councillors and staff with any members continuously breaching this being asked to leave the meeting.

PR196 Confirmation of Minutes

The minutes of the meeting held on 12th May were agreed and signed as a true record of the meeting.

Proposed: Councillor Massey

Seconded: Councillor Humphrey

Vote: Carried

PR197 Public Questions

No members of the public were present.

PR198 Budgetary Positions

Budgetary positions were noted as of 31st May 2021 for this committee and Champions Manor Hall.

PR199 Financial Matters

199.1 The Council's bank balances were noted as on 31st May 2021.

- Current Account £388,707.99
- Reserve Account £280,904.16

199.2 Financial transactions circulated prior to the meeting for March, April and May were noted.

PR200 Internal Audit

The internal audit on 1st June 2021 by Heather Heelis was noted and comments .

PR201 Annual Audit 2020 – 2021

201.1 The Annual Interim Report 2020/2021 was noted.

201.2 Section 1 of the Annual Return 2020/2021 to be considered and approved. Ask Louise to format – want left adjusted

Proposal: Councillor O'Brien

Seconded: Councillor Roberts

Vote: Carried

201.3 Section 2 of the Annual Return 2020/2021 as attached to the agenda is approved.

Proposal: Councillor O'Brien

Seconded: Councillor Massey

Vote: Carried

201.4 The period of exercise of public rights was noted as 28th June 2021 – 10th August 2021.

PR202 Earmarked Reserves

The earmarked reserves as attached to the agenda were noted.

Proposal: Transfer £30,000 from the Project fund to the Major Repair Fund to cover larger projects and improvements

Proposed: Councillor O'Brien

Seconded: Councillor Roberts

Vote: Carried

Councillor Bentley joined the meeting.

PR203 Cheque Signatories

Proposal as per Financial Regulation 5.2 to appoint four cheque signatories of Councillors O'Brien, Massey, Humphrey and Eley.

Proposal: Councillor O'Brien

Seconded: Councillor Massey

Vote: Carried

PR204 John Cox Recreation Area

Correspondence was considered from Woodham Radars and advice was sought from Chelmsford City Council regarding the checks which would have to be required on the area if the site if the area was to

be hired. Councillors were also mindful of nearby neighbouring properties

Proposal: Not to permit use of the John Cox site for Woodham Radars for football training

Proposal: Councillor O'Brien

Seconded: Councillor Humphrey

Vote: Carried

PR205 Grants

205.1 It was noted that a grant of £200 was awarded to The Station Adopters.

205.2 A proposal to award a grant of £400 to the SWF Bowls Club from their application.

Proposal: Councillor O'Brien

Seconded: Councillor Bentley

Vote: Rejected

PR206 Review of Grant Award Policy and Advertising of Scheme

206.1 The grant award policy was reviewed with the proposal that the small grant value be increased from £200 to £250.

Proposal: Councillor Roberts

Seconded: Councillor O'Brien

Vote: Rejected

Proposal to amend the wording of the Grant Application Form from "Name of you" to "Individual/s" on page one and to amend the criteria of match funding on the Grant Award Policy from "must" to "should".

Proposal: Councillor Massey

Seconded: Councillor O'Brien

Vote: Carried

206.2 It was proposed that Councillor Humphrey raise awareness of SWFTC grant scheme via social media.

Proposal: Councillor O'Brien

Seconded: Councillor Humphrey

Vote: Carried

PR207 Defibrillator Project Within Town

Town Clerk reported that there had been a slight delay due to the Covid situation and agreements required to be signed from the fire station. Installation expected to be July / August

Standing Order 3.x was suspended to allow the meeting to exceed more than 2 hours.

PR208 Essex Community Initiative Fund Grant
Proposal: to apply for up to £10,000 towards replacing the playground equipment at the Village Hall.

Proposed: Councillor O'Brien
Seconded: Councillor Humphrey
Vote: Carried

PR209 Reports from Representatives of Outside Bodies

209.1 Essex Association of Local Councils

Meetings are not being held at present.

209.2 Larger Local Councils Forum

Meetings are not being held at present.

209.3 Chelmsford Association of Local Councils

Meetings are not being held at present.

PR210 Report to Council

- Grant application for the Essex Community Initiative Fund towards the village hall playground.
- Changes to SWFTC Grant application and award wording

PR211 Media Contact

Social Media representation for SWFTC's grants.

PR212 Next Meeting

It was noted that the next meeting of the Policy and Resources Committee is due to be held on 14th July 2021.

There being no further business to discuss the Town Mayor closed the meeting at 10.10pm

Signed

Date: 14th July 2021